



DEFENSE LOGISTICS AGENCY
DEFENSE ENERGY SUPPORT CENTER
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IN REPLY
REFER TO

DESC-CPA

FEB 06 2002

CONTRACTING INSTRUCTION (CI): 03-02
MEMORANDUM FOR CI Distribution

SUBJECT: Contract Numbering System for International Agreements and Exercise Support

This CI is being issued to apprise DESC personnel of a new numbering system for International Agreements and Exercise Support. The numbering system is described in the attached DEPI coverage at 4.7003 (3).

This CI is effective immediately and expires upon inclusion in the DEPI. Point of contact is Cheryl Creason, extension 8471.

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GABRIELLA M EARHARDT
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Attachment:
DEPI coverage



**SUBPART 4.70 - UNIFORM PROCUREMENT INSTRUMENT
IDENTIFICATION NUMBERS**

4.7003 Basic procurement instrument identification number.

(a) Solicitations and all other instruments except contracts.

(1) DESC-CPC is responsible for issuing procurement instrument serial numbers for IFBs, RFPs, RFQs, lease agreements, notices of intent, and all others except contracts. The buying division will advise DESC-CPC which of the following letters is applicable when requesting the procurement instrument serial number:

(i) IFB - Code B

(ii) RFP - Code R

(iii) All other (except contracts), such as request for quotation - Code Q, lease agreements - Code L, notice of intent - Code N, etc.

(2) DESC-CPC will maintain separate registers to regulate the assignment of numbers in each of the above three categories. Serial numbers within each of these registers will start with 0001 at the beginning of each fiscal year and will be sequentially assigned. Serial numbers will be obtained from DESC-CPC verbally, except for reserved solicitation numbers. These reserved numbers are assigned permanently and are shown below. The seventh and eighth digits of the alphanumeric solicitation will reflect the fiscal year in which the solicitation is issued. The Installation Energy, Energy Enterprise, Facilities Management and Direct Delivery CBUs do not use assigned numbers but are assigned the next number in sequence on the appropriate register by DESC-CPC.

<u>BUYING DIVISION</u>	<u>PURCHASE PROGRAM</u>	<u>SOLICITATION NO.</u>
PH domestic	Into-Plane	R-0023 & R-0123
PH overseas	Into-Plane	R-0012
PH domestic	Bunkers--CONUS	R-0114
PH overseas	Bunkers--OCONUS	R-0013
BZ domestic	Inland East	R-0061
	Bulk Lubricants	R-0066
	CONUS FSII	R-0067
	Rocky Mountain/West	R-0161
BZ overseas	Atlantic/Europe/	R-0033
	Mediterranean	
	OCONUS FSII	R-0076
	WESTPAC	R-0077
	Deepfreeze	R-0095
	FMS Israel	R-0144
Missile Fuels	All programs	R-0300-0399

(b) Contracts.

(1) Based on past contract usage, each buying division/program is assigned a block of contract serial numbers, as shown below.

DIVISION/PROGRAMCONTRACT NUMBERInto-Plane, Bunkers

0001-0399 (PH)

(Reserved)

0400-0449

Bulk Fuels Division

Domestic, Overseas

0450-0649 (BZ)

Bulk Lubricants/FSII

0750-0849 (BZ)

Crude Oil

7000-7499 (BZ)

Defense Energy Region Europe

0850-0999

Missile Fuels

1500-1599

(Reserved)

1600-1999

Ground Fuels (PC&S)Overseas, Alaska, Hawaii,
Canada

Division I

1000-1249 (PE)

Division II

1250-1499 (PL)

DIVISION/PROGRAMCONTRACT NUMBER

All other Domestic programs, including

Puerto Rico

Division I

4000-4499 (PE)

Division II

4500-4999 (PL)

Repurchases

Division I

6000-6500 (PE)

Division II

2000-2999 (PL)

(Reserved)

3000-3999

Storage and Aircraft Refueling

5000-5899 (FP)

DFSC-FP miscellaneous procurements

5900-5999 (FP)

Coal

0650-0749 (APC)

Natural Gas

7500-7999 (AE&AW)

Electricity

8000-8249 (APE)

Privatization & Energy Conservation

8250-8499 (EP)

Fuels Automated Systems (FAS)

9001-9025 (S)

(2) Records or logs of assigned numbers will be maintained by each buying division and will, as a minimum, identify the contractor, program number, contract number, dollar value, and award date. To the extent possible, contract numbers will be assigned sequentially. Towards the end of a fiscal year, contract

numbers of the succeeding year may be assigned; however, award of such contracts will not be made prior to the beginning of the successive fiscal year.

(3) International Agreements and Exercise Support will be uniquely and separately numbered to facilitate capabilities for reporting to combatant commanders, service components and coalition forces. The first five characters will always be the same: SCO600. The next two numbers will represent the fiscal year. The next character will be either "X" for an Exercise or "Z" for an International Agreement. The following number will represent the CINC as follows:

1=EUCOM	(European Command)
2=CENTCOM	(Central Command)
3=PACOM	(Pacific Command)
4=JFCOM	(Joint Forces Command)
5=SOUTHCOM	(Southern Command)

The next number will represent the Primary Consuming Service as follows:

1=Air Force
2=Navy
3=Army
4=Marines
5=Joint US Forces
6=Joint US/Coalition Forces

The last two numbers represent the number of the agreement for a particular CINC for the fiscal year. An example of this numbering procedure is as follows

SCO600	03	Z	4501
DESC	FY	International Agreement	JFCOM
			Joint Services
			First JFCOM
			contract for fiscal
			year

The Office of Resource Management Program Budget Office, DESC-RB, will maintain a contract log of Exercises (the "X Log") and FGI will maintain the log of International Agreements (the "Z Log").

4.7004 Supplementary procurement instrument identification numbers.